ORE (pre -1950 members)

See eap. pp. 8, 9, 10, 11, 13, 15, 19

14 May 1957
M.P.C. mpc.

Memorandum for Record

Subject: List of Selected Historical Records of OCI, 1953-56

1. The bibliographical listing below covers a selection of some 80 out of a total of 280 files (or "series") that were accumulated by OCI between 1953 and 1956. This selection is intended to provide the Historical Staff with a preliminary introduction to the major sources for OCI's history during that period—(only), that is, the period of current interest to the Historical Staff.

2. The selections below are based not on our first-hand inspection of the records, but entirely on the DD/S Records Management Staff's comprehensive survey of OCI's durrent and non-current records, completed about August 1955 and approved (by OCI and the DD/S Records Management Staff) as a records-disposal "schedule" in February 1956. (This schedule, entitled "Records Control Schedule" for OCI, Secret, is on file in the RM Staff, where I examined it today and on May 17.--M.P.C.)

3. The "schedule" itself is of considerable bibliographical value, in that it has permitted the Historical Staff to obtain expeditiously and accurately an overall understanding of the character and extent of the historically-useful records that were kept in OCI during the 1953-56 period. At the same time the schedule does not include a number of supplementary facts that will be of concern to whoever in the Historical Staff will be using the present listing: (1) it does not indicate what specific files have, since February 1956, actually been retired to the

CIA Records Center, either temporarily (awaiting destruction) or perma-
nently; (2) nor what records, however useful for us, have by now (since
February 1956) been destroyed, in accordance with the above approved
"schedule"; nor, finally, (3) what 1953-56 records of OCI had already
been retired (or destroyed) before the RM survey of August 1955-February
1956. (The danger that some of OCI's records for 1953-56 may be destroyed
before we have had a chance to use them is underscored by the fact that
some 42 out of OCI's total of 280 files were later(in June 1956) spec-
ifically authorized for destruction by the National Archives and the
Congressional Joint Committee on Executive Papers; see House Report
2385, 84 Cong., 2 sess. This publication is on order for us from IG/LL.--
M.P.C.) The answers to the above three types of questions will be readily
obtainable at the CIA Records Center, It is hoped, as soon as we have
had a chance to make a first-hand inspection of the listings and the
holdings there, perhaps in the next week or two.

    4. The listingsbelow is arranged in six parts, corresponding to
the six major offices and staffs into which OCI was organized as of
February 1956 (when the RM Staff's "schedule" was completed):

        1. AD's office, OCI, series no. 1-8 (selections, only)
        2. OCI Support Staff, Series no. 9-48 (selections, only)
        3. OCI Special Intelligence Staff, series no. 49-111(selections,only)
        4. OCI Production Staff, series no. 112-173 (selections,only)
        5. OCI Regional Staff, series no. 174-237(selections, only)
        6. OCI Soviet Staff, series no. 238-280 (selections, only)

The user of the listing below should be cautioned that the internal organ-
ization outlined above does not correspond exactly to that given in the CIA
telephone directory at that time (i.e., Jan. 1956 ed., SECRET), nor

precisely to the structure of OCI as it stood at the very end of the period
of our concern—December 1956 (see CIA telephone directory, Jan. 1957 ed.,
Secret). Nevertheless, aside from minor changes in "echeloning", all
subordinate componets of OCI seem to be represented in the present listing,
including (for example) historically useful records on the CIA "atch Office,
the OCI Security Branch, and the OCI Administrative Branch. Also included
below are selected files which deal with OCI's secretariats or other OCI
participation in the work of various inter-agency organizations, such as
the USCIB, the USCIB committees, the IAC Watch Committee, the National
Indications Center, and the NSC staffs (as well as the briefings presented
at Council meetings).

5. Aside from their value for the history of OCI itself, most of the
files below also obviously contain significant historical evidence on
other offices in CIA with which OCI shared responsibilities or problems,
in one field or another, between 1953 and 1956. For example, the DD/I's
continuing position as the supervisor of OCI is reflected in a number of
the files below, including those of the AD/OCI and most of the OCI "Staffs".
Furthermore, ONE'S relationships with OCI, expecially (for example) those
bearing on their common, continuing problems of producing current and
not so-current estimates and appreciations of this or that foreign situ-
ation, are documented in a number of files below. Similarly, there are
files below on common production problems shared with ORR and OSI by
OCI , and on their common membership in certain intra-CIA committees,
for example, IOTAC (see series no 53,102). Likewise, the work of OCR,

-3-

SECRET

OO/C and the DD/P's FI Staff, in relation to collection requirements and
on dissemination actions handled jointly with OCI, are documented in still
other files below. Expecially extensive is the historical documentation
on DDS activities in providing administrative and support services to OCI,
in the fields of budgets, personnel, training, career service, etc. Finally,
the direct and indirect relationships between CIA's field organization and
OCI are reflected in still other files below.

6. Conversely, the reader should be reminded that (because of the
"echeloning" of CIA's administrative organization and, in turn, the
echeloning of its record keeping, there are important historical records
about OCI to be found outside OCI. See especially the records of the
following CIA offices, previously described in the following Historical
Staff memoranda(all, also, based on the RM Staff's "schedules"):

    1. List of Selected Historical Records of O/DCI (memo of 12 April 1957);

    2. List of...Records of O/DDI (memo of 11 April 1957);

    3. List of...Records of ONE (memo of 23 April 1957), especially
      on ONE-OCI estimative relations, mentioned above;

    4. List of...Records of OBI (memo of 9 May 1957), especially
      on jurisdictional differences and similarities between the OCI
      Handbook and the NIS series;

    5. List of...Records of NSC (memo of 23 April 1957), especially
      re. OCI-produced briefings before the Council, prepared for the
      DCI;

    6. List of...Records of DD/S (memo of 17 April 1957), especially
      on OCI's administrative and support problems, both those that
      were common Agency-wide problems and those that were peculiar
      to OCI's operations;

- 4 -

SECRET

7. List of...Records of Management Staff (memo of 23 April 1957),
   especially re OCI's internal reorganizations (if any), 1953-56,
   and on other management controls exercised by this Staff vis-a-
   vis OCI;

8. List of...Records of ORR (4 memos, 25 April to 2 May 1957),
   especially on common OCI-ORR problems of "all-source" production; and

9. List of...Records of OSI (two memos of 9 May 1957), again on common
   OCI-OSI "all-source" problems; also on the IOTAC committee.

7. In the listing below, each OCI series entry contains a number of facts
that are a necessary preliminary for efficient historical research in those
files, together with occasional evaluative comments, suggestions, and queries
which I have added, in the interest of making the descriptions more meaningful
for the Historical Staff. In particular, each entry indicates:

1. How a file is commonly known (that is, its title); this is useful
   especially (a) for borrowing specific files from OCI, and (b) for
   citing them later in our footnotes;

2. Whether the file covers all or only a part of the period 1953-56;

3. How bulky (more often, how small) the file is;

4. What kinds of typical documents it contains, and what general
   subjects or intelligence procedures it deals with;

5. How the file is organized, and whether it is indexed (that is,
   what short-cuts might be profitably pursued in our research); and

6. Whether the file is in danger of being destroyed as a so-called
   "temporary" or "non-record" file, before we have had a chance to
   use it.

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25X1A

AD's Office in OCI
(records as of December 1955;
████████ in charge of records)

1. "Office Subject Files," 1953-55 (also 1956?). 1.5 linear feet. AD's correspondence with DCI, DDI, CIA offices, and IAC member agencies; filed by office or agency. This is a "permanent" file, to be sent to Records Center in annual blocks when 2 years old.

2. "Convenience File (Reading)," 1952-55 (also 1956?). 1 linear feet. This is the chrono file of the AD and the Deputy AD of OCI; contains copies of their outgoing correspondence, as well as copies of "memos prepared in the front office" (meaning? OCI, DDI, DCI?). Unlike most other chrono files in CIA, this one is a "permanent" file, to be sent to Records Center in annual blocks when 2 years old.

3. "IAC File," 1952-55. 1 linear foot. This is OCI's set of IAC minutes, agenda, "reports" (meaning?), and "directives" (latter probably the IAD-D's?). This set is to be destroyed when "obsolete or no longer needed," on the assumption that it is duplicated in the IAC Secretariat (that is, in OMK. -- M.P.C.). (Actually, however, the Secretariat's "record" set goes back only to 1954; see OMK's schedule, cited in Historical Staff's list of selected records of OMK, April 1957, SECRET. For the period before 1954, and back to the IAC's beginnings in 1947, there are, however, sets of IAC records in DCI/BA/RC and in DCI/ER, but whether they are complete I do not know. -- M.P.C.)

4. "Agency and Office (OCI) Issuances," 1951-date. 1 linear foot. These are copies of "Regulations, Notices, Administrative Memos, and other published issuances of OCI and the Agency." This is a "temporary" file, to be destroyed when "obsolete ...". Another set (the so-called "record set") is said to be in OCI Support Staff (see below).

25X1A

OCI SUPPORT STAFF
(records as of 6 December 1955; ████████████████, in charge)

9. "Current Status Report," 1955 (only?). ½ linear foot. This is a file of "various feeder reports" (meaning?) from "other components" (of OCI? or elsewhere?), which are "consolidated into a current status report for the use ... of the front office" (in OCI? in BBI?). Contains data on "Production, Personnel, Travel, Fiscal, and Organization", and is "kept current at all times." This is a "temporary" file, to be destroyed "when obsolete or no longer needed."

10. "Staff Subject File," 1951-55 (also 1956?). 2 linear feet. Contains folders on OCI's "housekeeping" problems, such as Budget, Career Service, Management, Procedures, Coordination, Realignment (meaning?), "and others." This is a "permanent" file, to be sent to Records Center in annual blocks when 2 years old.

25X1A   **Dissemination and Control Branch, OCI Support Staff**
████████████████ in charge, as of 6 December 1955)

12. Dissemination and Control Branch, "Branch Subject File," 1951-55 (also 1956?). 3 linear feet. Includes folders on Cable Instructions and Procedures, OCI Operating Procedures, Dissemination Instructions, Dissemination Problems, Regulations, Notices, and "other subjects." This is a "temporary" file, to be sent to Records Center in annual blocks, when 2 years old, and destroyed "after 3 years."

14. "Convenience File (Reading)" of the above D and C Branch, undated. 3/10 linear foot. This chrono file is to be destroyed in annual blocks when 1 year old.

15. "Cable File (CIA and SSO Cable File)", 1952-55 (also 1956?). 3.5 linear feet. (Meaning of SSO? Is it State Department? Intra-CIA?) These are "extra copies" of both information and action cables (and both "in" and "out" cables) received in OCI. "Record" copies of them are said to be filed in the OCI divisions "taking action." The present file is a "temporary" one, to be destroyed in annual blocks when 1 year old.

17. "Dissemination File (DD/P 'Exchange' Releases)," 1954-55 (1956 also?). 1/2 linear foot. This is a chrono file of "requests for permission to release (intelligence) material to foreign governments, and memos authorizing the release." This is a "permanent" file, to be sent to the Records Center in annual blocks when 2 years old.

18. "Distribution Record," 1951-55 (also 1956?). 3.5 linear foot, on 5x8 cards, form 60-94. Shows dissemination (intra CIA? IAC? to foreign governments?) of "all copies" of OCI "documents", in 3 sub-files: (a) "collateral," by source and title; (b) "Russian," by "series;" and (c) "all others," filed "by series." These are all "temporary" files, to be sent to Records Center in annual blocks when 1 or 2 years old, and destroyed "after 1 (or 5) years."

19. "Exchange Distribution" Card File (3x5), on "Red Ball" documents, 1951-55 (also 1956?). 1.8 linear feet. This also is a "temporary" file, like series No. 18 above.

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21. "Standard Distribution List," 1954-55 (only?). 2.1 linear feet. These lists are prepared to control the dissemination of "all OCI publications" and of "operational material ... published by other offices" (meaning?). Also included are memos on changes, based on telephone conversations and other requests. This is a "temporary" file, to be sent to Records Center in annual blocks when 2 years old, and destroyed "after 5 years."

25. "Communication Control Files," in several sub-files variously beginning at 1947, 1950, and 1954, all extending to "1955" (also to 1956?). They include "mat cards" (OCR's masters?), "collateral log (SECRET)" filed by "OCI number"), "operational material log" (filed by "SC" number), "envelope logs", "TS log", "TS cable log", and "registered document log." These are all "temporary" files.

34. "Teletype File," 1954-date. 21 linear feet. This is a set of "wire service copies of all teletypes sent, some of which are relays," along with form 4 (originator's draft of message). "Record copies" are kept in the "action" offices. The present file is a "temporary" chrono file, and is used for "servicing messages."

35. "Preliminary Disseminations" (PD) File, 1954-date. 1 linear foot. An "information" set of PD cables received by CIA, kept "temporarily" (for 6 months); "record" copies kept in the "action" offices.

36. "Relay Messages," 1955 (also 1956?). 1/10 linear foot only. These are copies of messages "relayed to other points in the Agency," kept "temporarily" (for one month).

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Administrative Branch, OCI Support Staff
████████████████ in charge, as of 6 December 1955)

40. "OCI Administrative Issuances," 1951-date. 3.8 linear feet. These are OCI's "policy" documents, "issued in the form of notices, memos, and regulations." They relate to OCI's "policy, liaison activities, and internal procedures." The present file contains not only documents as issued, but also "drafts, concurrences, and comments." This is a "permanent" file, to be sent to Records Center in annual blocks when 2 years old.

42. "OCI Budget and Allotment Files," 1952-date. 2 linear feet. Covers OCI's regular funds, also "confidential and revolving funds." This is a "temporary" file, to be sent to Records Center in annual fiscal-year blocks, when 2 years old, and destroyed in 4 years. (Other files are said to be in the Comptroller's Office.)

44. "Career Service Board File," 1952-date. 1.5 linear feet. Relates to OCI's Career Service Board. This is a "permanent" file, kept in OCI "indefinitely."

45. "Training Officer's Files," 1952-date. 8/10 linear foot. A "temporary" file, sent to Records Center in annual blocks when 2 years old, and destroyed "after 3 years."

48. "Personnel Files" (on OCI personnel, applicants, and "referrals" to OCI), 1952-date. These are "temporary" files.

Special Intelligence Staff, OCI
(records as of 6 December 1955; ████████████ in charge)

49. "Staff Subject File," 1952-1955 (also 1956?). 4 linear feet. Subject folders include Briefings, Projects, Career Service Board, Staff Meetings, Daily Diaries, Personnel, "and others." This is a "temporary" file to be sent to Records Center in annual blocks when 2 years old (then destroyed?).

50. "Convenience File (Reading)," 1952-1955 (also 1956?). 2/10 linear feet (only). This chrono file is a "temporary" file, to be destroyed "when no longer needed."

ORE?
52. "Intelligence Committee, USCIB," 1949-1955 (also 1956?). 6/10 linear feet. These are "extra copies" of this committee's papers, kept for the OCI member of the committee. Included are folders on Agenda, Minutes, Reports, Policy, Publications, and other subjects. This file is "partially duplicated" in series No. 54, below.

53. "IOTAC FILE," undated. 1/10 linear foot. This file is kept for the OCI member of the Inter-Office Telecommunication Advisory Committee (IOTAC). The "record set" is kept by the secretariat, located in OSI. The present file is a "temporary" file, to be destroyed "when obsolete or no longer needed."

ORE?
54. "USCIB Files," 1946-55, kept by the "CIA Special Intelligence Secretariat." About 19 linear feet. These files are kept for the DCI as Chairman (and member) of the USCIB, but they "are not the official records of the Board Secretariat." (The latter are presumably kept in another agency, outside CIA. -- H.P.C.). There are 8 sub-files, including: (1) the "Subject File," with policy folders on Agreements, Charter, Collaboration, Disseminations, Exploitation, Liaison, Organization, Requirements, Conferences, "and others;" (2) "Board file," containing agenda, Board actions, briefing notes, and minutes of meetings; (3) extra-copy file for DDCI (Gen. Cabell?); (4) 3x5 card index to Board papers; (5) "Security Clearance Files" on clearance of VIP's in particular; (6) in and out logs; (7) document receipt file; and (8) certified lists of documents destroyed.

Assessment and Requirements Division (Branch),
████████ Special Intelligence Staff
25X1A
(████████████ in charge, as of December 6, 1955)

55. "Division (later called Branch) Administrative File," 1952-1955 (also 1956?). 2 linear feet. Folders include T/O, Staff Meetings, Liaison, Training, Organization, Support, etc. This is a "temporary" file, to be sent to Records Center in annual blocks when 2 years old, and destroyed "after 3 years."

56. "Convenience File (Reading)," 1951-55 (also 1956?). 2/10 linear feet. This chrono file, covering entire Division (later called Branch) is a "temporary" file, to be destroyed "when no longer needed."

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57. "Historical Records," undated. 1.5 linear feet. These are "permanent records" (to be sent to Records Center "immediately") which had been "maintained for the Chief, Special Support Division, which was absorbed by the Special Support Staff and later absorbed by the Special Intelligence Staff." They contain "policy, organization, and other historical (sic) documents."

62. "Source Utilization File," 1955 (only?). 2.2 linear feet, in 5x8 card form. This file is kept, apparently as a statistical device, to measure the utilization (by OCI?) of intelligence documents according to "source", that is, State cables, ORR reports, Navy reports, etc. These cards are made from statistical reports (prepared by the Assessment Branch) "on the source utilization, station production, and auxiliary reports when required" (meaning not clear). This report file consists of (a) "Preliminary or Feeder Reports" and (b) a "Consolidated Report", also totalling about 2.2 linear feet. All but the latter consolidated report are "temporary" files, to be destroyed as soon as the quarterly (or annual?) consolidations are made.

63. "Evaluation File," 1951-date. 3/10 linear feet (only). These are evaluations of "information reports" (OO? OSO? FI?) made by OCI analysts "at the request of the collecting office." This is a "temporary" file, to be sent to Records Center in annual blocks when 2 years old and destroyed "after 3 years." The "record" copies are said to be filed in "the collecting office" (not identified by office or branch).

64. "Station Production File," 1952-55 (also 1956?). 1.4 linear feet. This is a 5x8 statistical card showing how many messages (intelligence? operational?) are being received "from each station" overseas. The periodic breakdown, if any, is not indicated. This is a "temporary" file to be destroyed "when obsolete or no longer needed."

65. "Committee Files," 1952-55 (also 1956?). 3.5 linear feet. These are minutes, agenda, action papers, etc., of "various" (unidentified) Panels, Boards, or Committees which are "of interest to the (Assessment) Branch." This is a "temporary" file, to be destroyed "when obsolete or no longer needed."

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66. "Accession Lists," 1950-55 (also 1956?). This is a set of the Assessment Branch's monthly report entitled "Accession List of Special Reports," showing subject and number of each "special" report received during the month.

71. "Requirements Case Files," 1952-55 (also 1956?). 14 linear feet; in two sub-files: "open" (2.0 feet); and "closed" or completed cases (12 feet). These are the Agency-wide files on "Special Intelligence Requirements," (submitted by CIA offices requesting information), together with "collateral" requirements of OCI's own components. A typical case folder contains form 60-85 (Collection Action Record Sheet), form 70-49 (Intelligence Information Requirement), and related "memos, notes, teletype requests ...," etc. There is also a separate file (series no. 72), about 1 linear foot, for "general" requirements; that is, requirements "which are not specific enough to tie in with one case, as several

requirements may be involved." Other related files are: a card index (series No. 73), 1952-55, filed "by OCI number", and a "guide" requirements file, for "collateral" requirements that are prepared and revised quarterly (the "Periodic Requirement List").

74. "Chrono File" of Requirement Branch, 1954-55 (only?). 4/10 linear foot. This is a "temporary" file, to be destroyed "when no longer needed."

77. "OO/C Requirements Cards," 1954-55 (only?). 9 linear feet on 5x8 cards. These cards are regularly furnished to OCI by OO/C, "on all requirements received by them" (that is, by OO/C), to help OCI Requirements Officer "verify" if a requirement has "already been originated by other offices" (meaning not entirely clear). This is a "temporary" file, to be destroyed in annual blocks when 1 year old.

78. "Telecons," 1952-55 (also 1956?). 4.5 linear feet. This is OCI's "record set" of weekly telecons held by the OCI Requirement Officer; to be sent to the Records Center in annual blocks when 1 year old.

ORE ?

87. "Special Intelligence Clearance Case Files," 1946-57, kept by the Security Branch of the SI Staff. 50 linear feet. A typical individual folder contains the request from a CIA office, a report from the Security Office, the approval or other action documents, debriefing forms, clearance requests for foreign travel and schooling, and the "SI Oath of Secrecy." There is also a supplementary 5x8 card file, the "Cardineer Files," 1946-55, on individuals cleared or undergoing clearance (2.2 linear feet).

92. "Convenience File (Reading)," 1952-55 (also 1956?). ½ linear foot. This is the chrono file of the Security Branch, of the SI Staff. It is a "temporary" file, to be destroyed when 1 year old.

95. "NSA Liaison" File, 1952-55 (also 1956?). ½ linear foot. This "temporary" file, to be destroyed in 3 years, contains "requests for active duty with NSA from reserve military personnel in the Agency," and papers on related liaison matters. (See also Liaison Staff, series No. 100-102 below.)

ORE 2

96. "Security Committee, USCIB," 1946-55 (also 1956?). 1 linear foot (only). These are agenda, minutes, "items for discussion" and other papers kept for the CIA member of the Committee. It is said to be duplicated in CIA's main USCIB files (series No. 51, above). Nevertheless it is regarded as a "permanent" file, to be retired (after weeding) to the Records Center in annual blocks "when no longer needed."

100. Liaison Staff's "Administrative Files," 1951-55 (also 1956?). 2 linear feet. This Staff, apparently headed by ███████ is responsible for "implementary collection and dissemination of classified material and ... conducting liaison activities with other organizations." Subject folders include, for example, Assessments, Clearances, Badges, Notices, Security, Space, Personnel, and Training. This is a "temporary" file, to be sent to Records Center in annual blocks when 2 years old and destroyed "after 3 years."

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101. "Liaison Correspondence Files," 1951-date. ½ linear feet.
Correspondence of the Liaison Staff with "components outside the OCI area,"
in relation to "special requirements and other collection matters." Filed
"by organization." This is a "permanent" file, to be sent to the Records
Center in annual blocks when 2 years old.

102. "Intelligence Committee Files," kept for reference by the OCI
Liaison Staff, undated. 1.5 linear feet. Copies of agenda, minutes, "actions
taken," reports, "Schedules," "working aids," and other documents of the
following committees: General Priorities Committee and its subcommittees;
Processing Priorities Committee; IOTAC Committee; and "other" committees
attended by a member of this Staff. This is a "temporary" file, to be
destroyed "when obsolete or no longer needed."

OCI Production Staff

(records as of 6 December 1955; ▮▮▮▮▮▮▮▮, in charge)

112. "Staff Subject File," 1952-55 (also 1956?) 3 linear feet.
Names received or originated by this Staff; copies of "all Intelligence
Notes prepared by the office" (of OCI as a whole, or only of this Staff?
— M.P.C.); and folders on Career Service, Briefings, Issuances, Personnel,
NSC Liaison, and "other subjects." This is a "permanent" file, to be kept
in OCI indefinitely.

113. "CIB Index," 1951-55. 1.5 linear feet. This is a "brief" (not
in card form?), of Current Intelligence Bulletins (CIB's), prepared by the
Administrative Assistant of this Staff, "for use of the Publication Board
in connection with the Bulletin." This is a "permanent" file, to be sent to
the Records Center in annual blocks when 2 years old.

114. "Reference Publications File," undated (current set, only?)
5 linear feet. Included are copies of OCI reports, including CIB, Watchpot,
Current Intelligence Weekly, Current Intelligence Digest, and OCI Handbooks.
This is a "temporary" file, to be destroyed "when obsolete or no longer
needed."

ORE ?

118. Editorial Division's master set of "OCI Intelligence Publications,"
1949 (sic) to date. (Since OCI was not organized until 1951, the 1949 and
1950 files are probably files inherited by OCI from predecessor ORE, ONE
Current Intelligence Staff, and the Office of Special Services. — M.P.C.)
Total bulk, 23 linear feet; plus 5 feet of extra copies (expendable) and
6 feet of drafts of "edited manuscripts" — the latter being a "temporary"
sub-file that is destroyed in monthly blocks, when 3 months old. The
master ("permanent") set includes the following series (exclusive of OCI
Handbook, see series No. 151; and exclusive of Watchpot and Downwatchpot,
see Series No. 154):

          Current Intelligence Bulletin;
          Current Intelligence Digest (CID);
          Current Intelligence Weekly Review (CIWR);
          Current Intelligence Weekly Summary (CIWS);
          Situation Summary (pre-1951?);
          Cable Summaries;
          Supplements (variously titled).

25X1A

These and other Editorial Division files (series No. 118 and No. 128 below)
are in the custody of ▮▮▮▮▮▮▮▮ as of December 1955.

119. State Department "S/S" Cables, In and Out, 1951-date. 7.5 linear
feet. These are "Information copies," filed by "station" (Foreign Service
post?). This so-called "temporary" file is to be destroyed in monthly blocks,
when 1 year old. (This apparently was the file begun by the AD/ONE; see
History of ONE, 1950-53. — M.P.C.).

121. "Release Memos," 1953-55 (also 1956?). 1/10 linear foot (only).
These are memos received by the Editorial Division (from DD/P? from OO?
both?) containing "authority to use certain information received in P.D.'s

which may be incorporated in the publications" (of OCI). This is a
"temporary" file, to be destroyed in annual blocks when 1 year old.

127. "UK Items" file, 1954-55 (also 1956?). 2 linear feet. This is
a set of articles selected from the CID, CIWR, and the CIWS and forwarded
to the Liaison Staff (see earlier in this listing) "for referral to ████
████████████████ representatives." This is a "temporary" file, to be
destroyed in semi-annual blocks when 6 months old.

128. Presentation Division's "Administrative File," 1953-55 (also 1956?).
2.5 linear feet. This file, in the custody of ████████████ relates to the
Division's "support" functions, and contains folders on Career Service,
Orientation, Staff Meetings, Indications Board, Training, Reports, Diary (of
previous chief"), and "other" subjects. This is a "temporary" file, to be
sent to the Records Center in annual blocks when 2 years old, and destroyed
"after 3 years."

129. "Briefing Files," 1953-date. 3.5 linear feet. Organized into
sub-files for the following types of briefings: (1) OCI Briefings, given
by OCI analysts in the Situation Room; (2) DDP Briefings, bi-weekly;
(3) White House Briefings, bi-weekly; (4) ORR Consultants Briefings,
apparently at irregular intervals; (5) "Intelligence Assistant Director's
Briefings" (IAD? DD/I?), weekly; (6) OO Field Officers Briefings (and
Debriefings), conducted in the field; and (7) NSC Briefings, conducted by
the DCI personally. A typical file contains drafts of topics discussed
and/or proposed for discussion, attendance lists of persons briefed, lists
or logs of documentary items used or displayed in briefing, notes furnished
by or for analysts who conducted the briefings, and (in some cases) summaries
of briefings presented. (See also recordings, series No. 138, below). In
addition, the DCI's NSC briefing file (sub-file No. 7, above) contains copies
of items proposed for his use, and "brief narratives which may be of
interest to the DCI." This entire file is a "permanent" file, to be sent
to the Records Center in annual blocks when 2 years old.

131. "Debriefing File," 1953-55 (also 1956?) 2/10 linear foot (only).
This is a chrono file of memos for record by analysts who conducted
debriefings. Unlike most CIA chrono files, this is a "permanent" file;
to be sent to the Records Center in annual blocks when 1 year old.

132. "Briefing Log" (for DCI), undated. 2/10 linear foot (only).
This is an "index" (cards? briefs?) to "topics submitted to DCI for
informational purposes," showing subject, title, date, and source. This
is a "temporary" file, to be sent to the Records Center in annual blocks
when 2 years old; destruction date not yet determined.

135. "Chrono File" of Presentation Division, 1951-55 (also 1956).
Unlike most CIA chrono files, this is a "permanent" file to be sent to
Records Center in annual blocks when 2 years old.

138. "Briefing Recordings," 1951-date. 2.5 linear feet. These are
33-RPM discs (up to March 1955) and magnetic tapes (thereafter) of "all
briefings done in the Situation Room." This is a "permanent" file, to be
sent to the Records Center in annual blocks when 1 year old. (Used and
made by the Graphics Branch; ████████████████ in charge of this and other
Branch files below.)

25X6

25X1C

25X1A

25X1A

ORE?

139. "Graphics Production Files," 1950-55 (also 1956?). 63 linear feet. Copies of all maps, charts, or "other graphics" used in OCI reports; color transparencies of "Visual Aids produced by the Branch;" and "enormously" oversize material and art work (62 of the 63 feet) used in presentations and briefings.

142. "Morgue File," undated. 3 linear feet. Kept and used by Graphics Branch for research and reference in preparing above-listed "graphics." A "temporary" file.

148. "Handbook Unit's "Area File," undated. 2 linear feet. A "temporary" working file, by country, used in preparing "OCI Handbook". (Probably was begun about 1953? -- M.P.C.).

149. "Handbook Control File," undated. 1 linear foot. Correspondence with users of the OCI Handbook; requests from CIA offices, IAC agencies, etc.; "status reports"; and Handbook "outlines." This is a "temporary" file, to be destroyed in annual blocks when 3 years old.

150. OCI Handbook "Maintenance File," undated. 2 linear feet. Contains "maintenance notices, tabulations of revisions, memos pertinent to next revision," etc.; used in "coordinating" (meaning? intra-OCI? IAC?) the next edition of a given Handbook. This is a "temporary" file, to be destroyed "when no longer needed."

151. "OCI Handbook:" "Historical" or "record" Set, undated. 1 linear foot. This is a "complete set, ... maintained for historical purposes for the Agency." The file contains a set of the Handbooks themselves, together with "annotations, change pages, maintenance notices, and notations concerning changes to be made." This set is to be sent to the Records Center in annual blocks when 1 year old.

25X1A

Secretariat, Production Staff, OCI
(records in custody of ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇
as of 6 December 1955).

153. Secretariat's "Subject File," 1954-55 (only?). 1 linear foot. Contains folders on Policy, Watch Office, Personnel, Reproduction, Minutes of Meetings, Critical Items, and Trip Reports. This is a "permanent" file, to be kept in OCI "indefinitely."

154. "Watchpot and Downwatchpot File," 1952-55 (also 1956?) 2.2 linear feet. This is the "record set" of these OCI reports, "prepared and disseminated by the Secretariat." These reports are described as "an informal daily publication highlighting the events of the day," with "distribution ... limited" to the DCI, DDI, AD/OCI, and "a few other officials." This is a "permanent" file, to be sent to Records Center in semi-annual blocks when 6 months old.

155. "Special Reports" File, undated. 3/10 linear foot (only). These also are end-products of the Secretariat, including "special reports, papers, and notes (which are) prepared for the Assistant Director for a specific purpose, and which do not have a wide distribution." Among them is one recurring report -- a special briefing for the Vice President. This is a "permanent" file, to be kept in OCI "indefinitely."

158. "Press Runs," undated. 3/10 linear foot. These are copies of "press runs" (ticker tape) taken from AP, UP, INS, and FBIS TWX, and used as "source material or items for the Watchpot."

158.1. "Director's Digest" File, 1953-55 (only). ½ linear foot (only). This is a "complete set" of the Director's Digest, "which was discontinued during the current year" (presumably in 1955). This is a "permanent" file, to be sent to Records Center "when no longer needed."

160. "Cable Files," 1952-55 (also 1956?). 13 linear feet. Apparently used in the "Watchpot" series, in particular. Files consist of several sub-files: PD cables (TWX re-runs); "Moscow Cables," which are "complete" for the terms of Kennan, Beam, and Bohlen (1952-55); State S/S and TS in-and-out cables (for stations other than Moscow?); cable reading file selected daily for DCI and others each morning; and "residue" files of State, military, and "routine" cables discarded in the daily reading.

25X1A

Watch Office (under Secretariat, OCI)
(████████████████████████ as of December 6, 1955)

163. "Intelligence Notes" File, 1953-55 (also 1956?). 1.8 linear feet.
These are "informal papers" produced in order "to cover current situations
on a crash or ad hoc basis," addressed by AD/OCI to DD/I. File also con-
tains the dissemination sheet for each Note. This is a "permanent" file,
to be kept in OCI "indefinitely."

CIA Watch Office   25X1A
(in Secretariat, Production Staff, OCI)
(Records as of 6 December 1955; ████████████ in charge)

169. "Procedure File," undated. 2/10 linear feet (only). This is a
file of SOP's for handling "critical and significant information," and includes
"key personnel list, functional list (meaning?), dissemination list, and similar
information." This is a "temporary" file, to be destroyed "when obsolete
or no longer needed."

171. "Daily Log," 1951-date. 3 linear feet. Diary of CIA Watch Officer,
kept on a round-the-clock basis. This is a "temporary" file, originally
scheduled for transfer, instead, to Records Center, at same intervals.
(Apparently it remains, however, a "temporary" file, authorized for destruc-
tion on OCI's or RM's decision.--M. P. C.)

173. "Watch Officer's Reports File," undated (current file only?).
1/10 linear foot (only). Copies of W. O.'s memos (to other offices?) and
"security violation reports" (representing a special function, not apparently
related to CI function as such?), which are referred to the Security Office
and filed in employee's folder. This is a "temporary" file, destroyed at
1-year intervals.

to be destroyed in annual blocks when 1 year old; now re-scheduled

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Regional Staff, OCI

Note. (Apparently there are no central records for the head of this Staff nor for the Staff as a whole; perhaps they are filed in central records for OCI as a whole, at beginning of this listing.--M. P. C.)

25X1A

Western Division, Regional Staff, OCI
(Records as of 6 December 1955; ▉▉▉▉▉▉▉▉ in charge)

174. "Division Administrative File," 1951-55 (also 1956?). 2 linear feet. Specific folders include Briefings, Mission and Functions, Operational Procedures, and "In and Out Memos" (the latter apparently is the Division's chrono file). Said to be duplicated in OCI's central records. This is a "temporary" file, to be sent to the Records Center in annual blocks when 2 years old, and destroyed "after 3 years."

176. "Production File," 1955 (only?). 1/10 linear foot. Copies of WE Division analysts' drafts of contributions to OCI's Bulletin and Digest, each draft containing "all editorial changes prior to presenting to Publications Board for inclusion" in those finished reports. This is a "temporary" file, to be destroyed in monthly blocks when 1 month old.

182. "Economic Intelligence File," undated. 5 linear feet. These are "all-source" documents used by the "Division Economist" in preparing items for OCI reports. Filed "by subject number." This is a "temporary" file, to be destroyed at 2-year intervals. (Of value for relating OCI's work to ORR's economic-intelligence activities?--M. P. C.)

25X1A

Latin America Branch, Western Division, OCI
(Records as of 6 December 1955; ▉▉▉▉▉▉▉▉ in charge)

183 to 187. These Branch files, which presumably are similar in pattern to other OCI regional branches (see below), date from 1953 (only) and include (for example) a Branch Administrative File, a Branch Production File, a Reference Publications File, a Library Material file, and Current Intelligence "Source Material," "Operational Material," and "Card Files," the latter file arranged under biographic topics, other "subjects," and "special projects." Some (or all?) subject headings follow the so-called "BID system." (Is this Army BID classification? or a special OCI system?--M. P. C.)

25X1A

Northern Europe Branch, Western Division, OCI
(Records as of 6 December 1955; ▉▉▉▉▉▉▉▉, in charge)

188 to 191. These Branch files, dating from 1951, follow the OCI regional branch pattern outlined above.

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25X1A

Western Europe Branch, Western Division, OCI
(Records as of 6 December 1955; ███████████ in charge)

192 to 197. These Branch files, variously dating from 1950, 1953, and 1954, follow the OCI regional branch pattern (above), with one addition:

193-B. "'Blatt' Production File," 1953-55 (also 1956?). 3/10 linear foot. This is a "permanent" file, to be sent to Records Center in annual blocks when 2 years old. It contains "informal papers produced by the German, Austria, and Switzerland Section that were not accepted on first presentation for inclusion in one of the OCI publications." These papers "are nevertheless produced and distributed informally on a limited basis to interested people and offices."

25X1A

Regional Affairs Branch, Western Division, OCI
(Records as of 6 December 1955; ███████████ in charge)

198 to 200. These files, apparently confined to 1954-55 (also 1956?), are somewhat similar in general pattern to other OCI regional branch files, except that in subject matter they apparently deal with "regional" intelligence problems that cut across specific countries of Western Europe and Latin America. Among topics (folders?) are "East-West Trade, United Nations Affairs, coal-steel," etc.

25X1A

Far Eastern Division, Regional Staff, OCI
(Records as of 6 December 1955; ███████████ in charge)

201. "Division Administrative File," 1952-55 (also 1956?). 3.5 linear feet. Specific folders include Requirements, IAC Memoranda, DD/I Memoranda, DD/P Memoranda, Briefings, and Daily Highlights. This is a "temporary" file, to be sent to the Records Center in annual blocks when 2 years old, and destroyed "after 3 years."

202 to 208. The other FE Division files are similar in pattern to those of other OCI regional divisions, and include (typically) personnel files, reference publications files, library material, and TS and other logs.

25X6

25X1A

Korea Branch, FE Division, OCI
(Records as of 6 December 1955; ███████████ in charge)

209 to 212. These Branch files, dating from 1951, follow the pattern of other OCI regional branches.

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SECRET

25X1A

China Branch, FE Division, OCI
(Records as of 6 December 1955;   in charge)

213 to 216. These Branch files, dating from 1952, follow the pattern of other OCI regional branches.

25X1A

Southeast Asia Branch, FE Division, OCI
(Records as of 6 December 1955;   (?)--(Illegible), in charge)

217 to 220. These Branch files, dating from 1952, follow the pattern of other OCI regional branches.

25X1A

25X1A

Near East Africa Division, Regional Staff, OCI
(Records as of 6 December 1955;   In charge)

221 to 227. These Division files, dating from 1953 (but mostly undated), follow the pattern of other OCI regional divisions, previously outlined. They are all "temporary" files, to be destroyed at scheduled intervals.

South Asia Branch (formerly India-Pakistan Branch)   25X1A
(of NEA Division, Regional Staff, OCI)
(Records as of 6 December 1955;   in charge)

228 to 231. These Branch files, all undated, follow the pattern of other OCI regional branches, previously outlined.

25X1A

Greece-Turkey-Iran Branch, NEA Division, OCI
(Records as of 6 December 1955;   (? illegible?), in charge)
232 to 234. These Branch files, all undated, follow the pattern of other OCI regional branches.

25X1A

Arab States (Branch), NEA Division, OCI
(Records as of 6 December 1955;   in charge)

235 to 237. These Branch files, all undated, follow the pattern of other OCI regional branches.

SECRET

25X1A

Soviet Staff, OCI
(Records as of 6 December 1955; ▬▬▬▬▬▬▬ in charge)

238. "Staff Subject File," 1954-55 (only?). 1.4 linear feet. Specific folders include Career Service, Staff Meetings, Sitrep Reports, T/A Reports, etc. This is a "permanent" file, to be sent to the Records Center in annual blocks when 2 years old.

25X1A

General Divisions, Soviet Staff, OCI
(Records as of 6 December 1955; ▬▬▬▬▬▬▬ in charge)

242. "Division Administrative File," 1952-55 (also 1956?). 1.8 linear feet. Specific folders include Career Service, Minutes of Meetings, Requirements, Travel, etc. This is a "temporary" file, to be sent to the Records Center in annual blocks, when 2 years old, and destroyed "after 3 years."

247. "Convenience File (Reading)," 1952-55 (also 1956?). 3/10 linear foot (only). This chrono file is to be destroyed in annual blocks when 2 years old.

25X1A

Eastern Europe Branch, OCI
(a branch of General Division, Soviet Staff)
(Records as of 6 December 1955; ▬▬▬▬▬▬ (spelling?), in charge)

251 to 254. These Branch files, 1952-date, follow the pattern of other OCI regional branches.

25X1A

Soviet Foreign Policy (Branch), OCI
(a branch of General Division, Soviet Staff)
(Records as of 6 December 1955; ▬▬▬▬▬▬ in charge)

255 to 257. These Branch files, 1953-date, follow the pattern of other OCI regional branches. Its current-intelligence working files pertain to "Soviet Foreign Policy and International Communism." (Wasn't the second of these two fields a function that was re-established, sometime later in 1956, the DD/I's office?--M. P. C.)

25X1A

Soviet Internal Affairs Branch, OCI
(a branch of General Division, Soviet Staff)
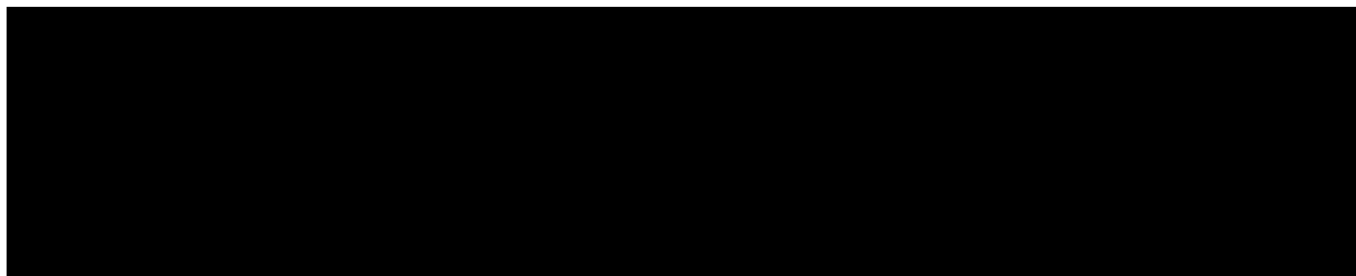(Records as of 6 December 1955; ▬▬▬▬▬ (spelling?), in charge)

258 to 262. These Branch files, 1952-date, follow the pattern of other OCI regional branches, except for the following additional files:

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25X1D

Military Division, Soviet Staff, OCI
(Records as of 6 December 1955;   in charge)

263 to 266. These files, 1951-date, follow the pattern of other regional divisions of OCI, except that in this case they deal mostly with "housekeeping" matters. In addition are the records of the Division's three Soviet "service" branches, below.

25X1A

(Soviet) Navy and Technical Branch, OCI
(a branch of the Military Division, Soviet Staff)
(Records as of 6 December 1955;   (illegible?), in charge)

267 to 268. These Branch files follow the pattern of other OCI regional branches, and deal in general with both Soviet and Satellite and with both "Navies and Technical (logistical, etc.) matters."

25X1A

(Soviet) Air Forces Branch, OCI
(a branch of the Military Division, Soviet Staff)
(Records as of 6 December 1955;   in charge)

269 to 271. These Branch files, 1953-55 (also 1956?), follow the pattern of other OCI regional branches, except for the following additional file.

271-a. "Research Aids," undated. 11 linear feet. These include "place name index, machine runs (IBM tabulations?), specifications, legends for maps, atlases," etc.

25X1A

(Soviet) Army Branch, OCI
(a branch of the Military Division, Soviet Staff)
(Records as of 6 December 1955;   in charge)

272 to 275. These Branch files, all undated, follow the pattern of other OCI regional branches.

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Economic Advisory Staff (of Soviet Staff, OCI)
(Records as of 6 December 1955;   in charge)

276 to 280. These files, 1954-55, follow the pattern of other OCI regional branches, and are used by this sub-staff (actually a branch?) "in connection with liaison activities with economic units of other offices (in CIA? outside CIA? both?--M. P. C.) for the production of current economic intelligence." (Apparently this Staff's functions, including presumably its ORR-related functions, were in a state of flux, early in 1956, since a later note by Hebert, undated but made sometime after the preparation of the schedule on "6 December 1955," states that his "whole file procedure will be changed shortly."--M. P. C.)

Distribution in HS working files, 1953-56:
        Orig.--"OCI" folder
        c. 1 --"RM Staff" folder
        c. 2 --"NIC and Watch Committee" folder
        c. 3 --"IAC and IAC subcommittees" folder
        c. 4 --"USCIB and USCIB committees" folder
        c. 5 --"NSA" folder
        c. 6 --"ORE (pre-1950 records)" folder

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